

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Leadership Principles
Test Number: 418
School:
Instructor's Name:

Students in course:
Students tested:
Date:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Explain why it is important to understand the history of leadership.
2. Write a short essay on the definition of leadership and how leadership is not management.
3. Write down and evaluate a possible vision for an organization.
4. Identify the key ingredients of goal setting.
5. Identify the time management skills to increase productivity.
6. Demonstrate the four styles of communication and explain where/when to use each.
7. Write an essay describing why it is important for leaders to appreciate diversity.
8. Identify the situational factors affecting individual decision making vs. group decision making.
9. Identify and be able to role-play the five conflict strategies.
10. Determine the sources of power and discuss how power is used in organizations.
11. Demonstrate team-building techniques in role-playing and activities.
12. Discuss the course of action an organization would follow to create change.
13. Be able to write and explain your commitment to an ethical life.
14. Be able to demonstrate the facilitative (InsideOut) model for coaching.
15. Determine and discuss the skills necessary to becoming a leader.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: _____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.